

PHOTOGRAPHIC ORDER FORM

Name:	Phone No.:	Email:
Address:		

CONDITION OF SALE OF PHOTOGRAPHIC REPRODUCTIONS:

1. All photographic orders must be pre-paid. Prints and scans will be watermarked.
2. All reproductions are solely for the purpose of research or private study or private use, unless otherwise requested for Publication or Commercial purposes.
3. A Letter of Permission must be received for images used for Publication or public display. *Please see the Reference Archivist.* Digital reproductions used in online platforms must be low resolution.
4. Non-watermarked reproductions used for publication must be credited to the City of Edmonton Archives and include the image number: City of Edmonton Archives EA-10-100. The purchaser will be required to complete a Credit Use Form.
5. Negatives or any other form of reproduction may not be made of any City of Edmonton Archives photographs without permission.
6. Orders take approximately **10-12 working days** to complete. Large orders will take longer.
7. Orders must be picked up within 90 days of notification that the order is complete. After 90 days unclaimed photos will be available for resale. Once the order is picked up, 30-day refund or exchange only.

USE OF PHOTOGRAPHIC REPRODUCTIONS:

8. Please indicate (circle) how you will use the image reproduction:

Private research or study Home or Office Display	Public Display (no admission fee) Print publication (scan only w credit form) Website	Public Display (w admission fee) Commercial Use - please explain _____
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Qty	Photo No.	Size	Description	ARCHIVES USE ONLY	
				Routing	Ready

I have read and I agree to comply with the above conditions of sales of photographic reproductions.

Signature	Date
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REPRODUCTIONS - SIZES**

5 x 7
 8 x 10
 11 x 14
 16 x 20
 20 x 24
 Panorama - *prints only*
 Scan to CD
 Poster – 16 x 20

PHOTOGRAPH CHARGES*

\$15.00
 \$20.00
 \$30.00
 \$45.00
 \$60.00
 \$30.00 (6-18"); \$60.00 (18-36"); \$100.00 (over 36")
 \$20.00 per image
 \$35.00

- **Note: The City of Edmonton Archives does not accept custom orders. Orders take between 10 to 12 working days to process.**
- ** **Note: When possible, images will be scanned from their original source. The City of Edmonton Archives reserves the right to limit what will be copied.**

Visa, MasterCard, American Express, Cheque, Cash and Debit Cards accepted

POSTAGE FEES

A postage fee of \$5.00 for all mail-out orders in North America and \$12.00 Internationally.

PUBLICATION USE – The City of Edmonton Archives does not charge a usage fee for images used in publications such as books, magazines, newspapers, films, videos, CD-ROMs, DVDs, newsletters, brochures, posters, newscasts, and websites or in displays. The purchaser assumes all responsibility under the terms of the *Copyright Act* for use of images purchased from the City of Edmonton Archives. For images that are to be displayed commercially and/or published, the purchaser must gain the authorization of the copyright owner. The repository reserves the right to require a release from individuals whose privacy may be violated by the production of an image. Credit must be provided (Condition #4).

COMMERCIAL USE – If images are to be resold or if they are to be reproduced for advertisements or on items for resale such as framed images, coffee mugs, calendars, postcards, t-shirts, etc., a commercial usage fee of **\$100.00** (which includes an 8 x 10 print or digital scan) will be levied. The agreement gives non-exclusive, one-time use for all languages and world rights for 1 year. Credit must be provided (Condition #4).

**Prices and conditions in effect 1 May 2012. Prices subject to change without notice.
 Thank You!–**

DO NOT PUT CREDIT CARD INFORMATION ON FORM

FOR ARCHIVES USE ONLY			ORDER NO.
Photograph Charges	# Ordered	Cost	Tender Type: Internal Transfer or other
Reproduction (5x7, 8x10)		\$	Date Completed:
Reproduction other (size)		\$	Letter of permission required:
Scan to CD		\$	Date mailed:
Commercial Use		\$	
Postage		\$	
Total		\$	Total Amount Pre-Paid \$